

OPEN CHECKBOOK SHORT DESCRIPTION	LONG DESCRIPTION
ALP – Agency Goods Contract	Contracts used to acquire material goods for use by a specific agency. Agencies may set up this contract if within their Local Purchase Authority. May be set up for a fixed price or discount percentage.
ALP – Agency Service Contract	Contracts used by agencies to acquire non-professional/technical (non-intellectual) services. These are traditionally for use by a specific agency. Agencies may set up these contracts if within their Local Purchase Authority. May be set up for a fixed price or discount percentage.
ALP – Interagency Contract	Contracts between two or more state agencies to share resources, do work for each other, share work, etc.
ALP – Joint Powers Contract	Contracts between a state agency and another governmental entity to share resources, do work for each other, share work, etc.
ALP – Master Services Contract	Contracts set up to address potential non-professional/technical service needs. The Department of Administration's Materials Management Division has set up several Master Services Contracts for all agencies to use. But agencies may also set up their own masters. An individual Master Contract is entered for each vendor involved. Master Contracts may run for multiple years. Contracts are for a fixed price.
ALP – Public/Private Partnership Contract	Contracts that are a combination of material goods and professional/technical services.
ALP – Software License/Maintenance Contract	Contracts that involve computer-software licensing or maintenance. The Attorney General's office works with vendors to produce these contracts.
ALP – State Commodities Contract	Contracts used to acquire material goods, put in place by Administration's Materials Management Division for statewide or specific agency use. Contracts may be set up for a fixed price or discount percentage.
ALP – State Services Contract	Contracts used to acquire non-professional/technical (non-intellectual) services put in place by Administration's Materials Management Division for statewide or specific agency use. Contracts may be set up for a fixed price or discount percentage.
CONST – Building Construction Contract	Contracts used by Department of Administration's Real Estate and Construction Services or state agencies to construct, erect, or remodel a building for the state. Contracts are for a fixed price.
CONST – Other Construction Contract	Contracts used by Department of Administration's Real Estate and Construction Services or state agencies for non-highway and non-building construction. Contracts are for a fixed price.
CONST – Roadway Construction Contract	Contracts used by MnDOT to construct or maintain road construction projects. Contracts are for a fixed price.
GRK – Grant Agreement	Contracts that provide funding to a non-state entity to provide services or support to a third party. Contracts may run for multiple years.
Income – Revenue Producing Contract	Contracts containing virtually anything that produces income for the State.
Income – State Loan Contract	Contracts for loans specifically created by statute. These are automatically disbursed by arrangements between the controlling agency and Minnesota Management and Budget (MMB).
PT – Agency Service Contract	Contracts used by state agencies for intra-agency professional/technical services. Contracts may run for multiple years.
PT – Annual Plan Contract	Contracts that pre-establish authority to obtain professional/technical services on demand for specific purposes within an approved dollar limit.

PT – Interagency Contract	Contracts between two or more state agencies to share resources, do work for each other, share work, etc. Contracts may run for multiple years.
PT – Joint Powers Contract	Contracts between a state agency and another governmental entity to share resources, do work for each other, share work, etc. Contract may run for multiple years.
PT – Master Prof/Tech Contract	Contracts set up to address potential Professional/Technical (intellectual) service needs. The Department of Administration's Materials Management Division has set up several Master P/T Contracts for all agencies to use. Agencies may also set up their own Master Contracts. An individual Master Contract is entered for each vendor involved. Master Contracts may run for multiple years.
PT – Master Professional/Technical Work Order Contract	Master Contract Work Orders are individual contracts placed with vendors under the Master Contract. The Master Contract Work Order may run for multiple years.
PT – Non-Encumbering Informational Record	Contracts could encompass virtually anything agencies want to track that doesn't need an encumbrance record. Examples include Memorandums of Understanding, Memorandums of Agreement, data sharing agreements, and non-disclosure agreements.
PT – Prof/Tech Services Contract	All consultant, professional, and technical service (intellectual in nature) contracts. Contracts may run for multiple years.
PT – Public/Private Partnership	Contracts that are a combination of professional/technical services and material goods.
RECS – Commercial Real Estate Lease	Leases of square footage (e.g. office), acreage (e.g. land), or use (e.g. radio tower) where the state is the lessee and an outside vendor is the lessor. Primarily handled through the Department of Administration's Real Estate and Construction Services. Contracts may run for multiple years.
RECS – Easement Agreement	Contracts to acquire specific land rights for conservation or construction purposes.
RECS – Departmental Real Estate Lease	Office and storage space leases where the Department of Administration is the lessor and a state agency is the lessee. Handled by the Department of Administration's Real Estate and Construction Services. Contracts may run for multiple years.
RECS – Real Estate Remodeling Contract	Contracts used for remodeling leased space when cost is over \$5,000. Contracts may run for multiple years.